

METHOD AND SYSTEM FOR PROCESSING A  
VISITOR REQUEST FORM OVER AN INTRANET

Abstract of the Disclosure

A method for processing a visitor request includes filling-out and submitting a visitor request form over an intranet, and creating a database on the  
5 visitor based upon the filled-out visitor request form. A visitor approval request message is transmitted via e-mail to at least one evaluator based upon the visitor database if approval is required. The visitor approval request message has a hyperlink to the filled-out  
10 visitor request form. An approval recommendation by the evaluator is submitted via e-mail, and the filled-out visitor database is updated. If approval is received from all evaluators, then the filled-out visitor request form is validated. A visitor badge is  
15 issued based upon a validated filled-out visitor request form.